

The Washington City Council met in a regular session on Monday, August 8, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman; Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk.

Mayor Hodges called the meeting to order and Councilmember Brooks delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt seconded by Councilmember Brooks, Council approved the minutes of July 25, 2016 as presented.

APPROVAL/AMENDMENTS TO AGENDA

Mayor Hodges reviewed the requested amendments to the agenda:

- Add Comments from Public: John Tunstall
- Other from Manager E: EMS Service
- Other from Manager F: Awarded Grant from Dept. of Commerce for Central Business District

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the agenda as amended.

RECOGNITION

*WASHINGTON 8 U ALL – STARS

Runner-up Tar Heel Leagues State Tournament



Korbyn Arnold

Oliver Thomas

Gabe Niederhauser

Holden Boykin

Managers: Jason Arnold

Parker Byrd

Blake Wainwright

Trenton Baldree

Sawyer Vosburgh

Kyle Byrd

Anderson Thomas

Avery Dixon

Mason Rhem

Adam Mizelle

Stanley Dixon

*KIMBERLY GRIMES – RECIPIENT OF THE EMMA W. HOWARD CHILDREN'S SERVICE AWARD



Mayor Hodges poses for a photo with Kimberly Grimes, Crime Prevention & Community Outreach Manager and Police & Fire Services Director, Stacy Drakeford

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC:

JOHN TUNSTALL – HOUSES IN MACSWOODS

John Tunstall presented a petition regarding two houses in Macwoods. Mr. Tunstall stated the house located on the corner of Beech Tree Road and Dogwood Trail (owned by Gillespie) has been vacant for 20+ years. The second home in question is located at 100 Beech Tree Road and Camelia Drive (owned by Hodges) was built in the 1980's and was never occupied. The residents have stated not only are the properties an eyesore, but they also decrease the property value of all the homes in the neighborhood. The petitioners also feel these homes create a safety issue and are requesting the houses be torn down and the lots cleared. Mayor Hodges asked the City Manager and staff to investigate the conditions surrounding these structures.

PUBLIC HEARING 6:00PM– ZONING: NONE

PUBLIC HEARING 6:00PM – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

REV. DAVID MOORE – METROPOLITAN/KEYSVILLE ROAD

Rev. David Moore stated he received two letters from the City. One is a demand for payment letter regarding the Keysville Road Project for \$238,000. The second letter is \$1900 for curb cuts.

Rev. Moore explained that once the grant was finished and closed out then the City will get all of their money back. Councilmember Mercer suggested that Rev. Moore pay the City back \$238,000 and if/when the State reimbursed the City, we would then reimburse Rev. Moore. Rev. Moore stated that he will not walk away leaving the City in debt. He hopes to close on house number four in two weeks and then begin construction on house number five in approximately three-four weeks.

Matt Rauschenbach and Franz Holscher provided a timeline of the grant as well as payments made to the State by the City of Washington.

Council asked the City Manager to contact the Dept. of Commerce to get clarification on whether the City will be reimbursed \$238,000 once the project is closed out. The City Manager hopes to have a response by the August 22nd Council meeting.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – NORTHGATE SUBDIVISION TAP AND IMPACT FEES

(accepted as presented)

The City Manager, Bobby Roberson, requested the Public Works Department to review our rate schedule for water and sewer services, including taps, for subdivisions to see if the city was applying our charges uniformly in accordance with our adopted policies and standards. Therefore, according to our records, Northgate Subdivision differs from any other development the city has participated in. Therefore, I presented the Northgate Subdivision scenario to the City Manager for his advice and recommendation. Mr. Roberson recommended we inform City Council, that effective August 09, 2016, that Northgate Subdivision would be charged at the same rate as all other subdivision developments within our jurisdiction. According to city records, the closeout public hearing was held in November, 2015 for Northgate. Therefore, it is our opinion and recommendation the City of Washington should begin charging the same rate for water and sewer services, including taps, as any other development in our jurisdiction. No action is required by City Council, at this time. The summary presented is for informational purposes in case City Council members receive questions as to why the increases to water and sewer services are occurring, at this time for Northgate Subdivision.

MEMO – REPORTING OF BAD DEBT WRITE-OFFS FY 2016

(accepted as presented)

The following accounts have been written off in accordance with the City of Washington's Policy for Write-off of Uncollectible Accounts Receivable.

<u>Category Description</u>	<u>Write-off</u>
Electric	144,452.96
Water	12,528.19
Sewer	19,387.13
Sanitation	6,665.87
Storm Water	1,547.55
EMS Charges	226,517.09
Total	\$ 411,098.79

Debt set off and a collection agency are utilized for the collection of delinquent accounts. Accounts are written off after 5 years in accordance with the City’s write-off policy.

The EMS write-offs are consistent with past performance. Our collections represent 78% and are consistent with the industry norm. Medicare and Medicaid pay 96% after contractual allowances, insurance 79%, and patients 11%. Our revenue has increased from \$350,000 to \$714,000/year since we began using EMS Management Consultants for our billing and collection in 2010. EMS write-offs will continue to be substantial in the future due to contractual allowances and expected collection rate. Policy for Write-off of Uncollectible Accounts Receivable was adopted July 18, 2011.

Discussion was held regarding the rates charged for EMS as well as the amount of write-offs begin lower than it was several years ago. The largest component in write-offs is EMS, which accounts for at least 60%. We still try to collect through debt set-off and collection agencies.

MEMO – WHITEPOST & HIGHLAND DRIVE ELECTRIC PROJECTS

\$100,000 is budgeted this fiscal year for the engineering of the Whitepost to Slatestone tie phase 1 and \$50,000 to engineer the Highland Dr. feeder rebuild. Phase 1 construction of the Whitepost to Slatestone tie is in the CIP for \$1.3 million and phase 2 for \$900,000. The construction cost of the Highland Dr. feeder rebuild is in the CIP for \$700,000. Staff requests Council’s confirmation of support for the construction phases of these projects prior to expending funds on the engineering

Councilmember Mercer commented that we should delay these engineering projects and set up a capital project fund. Discussion was held regarding the need for the Slatestone/Whitepost tie. Jeff Clark stated this project will serve as a backup to 10% of our customers (Bath area). The cost for the project is approximately \$300,000 per mile (6 ½ miles).

Jeff Clark noted the Highland Drive project needs to be addressed in order to rebuild the existing distribution line, which is too small. Council suggested moving forward with the Highland Drive project and postponing the Slatestone/Whitepost tie.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council authorized staff to proceed with the engineering for the Highland Drive feeder rebuild and refer the Slatestone/Whitepost tie to the Electric Advisory Board for their input.

DISCUSSION – GRANT UPDATES

(accepted as presented)

Grant Executive Summary
as of 7/19/2016

Active		Dates		Financials				Notes
		Award	Expiration	Revenue		Expense		
Fund	Grant Description			Budget	Actual	Budget	Actual	
51	Trillium Health Play Together	09/18/15	06/30/16	284,156	131,757	284,156	124,825	Complete
54	Hotel Project NAP, Rural EIP	08/20/15	08/20/17	205,400	214,450	206,400	550	Construction in progress
55	IdX/Impressions NC One Grant	09/30/13	09/30/16	300,000	-	300,000	-	Jobs created but not since award date
58	RZEDB- Storm Water Project			5,012,039	5,012,099	5,012,039	4,851,815	Engineering complete, easements acquired, waiting on permits
59	IdX Building Reuse	12/18/14	12/18/16	512,500	4,000	512,500	2,658	1 year construction extension granted
61	Pedestrian Plan Grant	05/20/13	09/30/13	10,000	10,000	10,000	-	Plan presented to RAC in May, Planning Board June, Council July
64	Police Station CPF			1,241,854	1,033,101	1,241,854	167,108	Negotiate property purchase
65	Software Capital Project Fund			250,000	150,000	250,000	-	Council approve PO's July 25th
67	Façade Grant Program			20,000	-	20,000	-	In progress
69	Way Finding			160,000	150,721	160,000	20,913	Signs bid July 25th
71	Airport Lighting Rehab			460,121	437,008	460,121	443,939	Close grant
74	Sewer I&I rehab/CWSRF	06/03/15		2,000,000	-	2,000,000	155,300	Preliminary engineering underway, Phase 1 complete
76	EDA Water Projects	09/11/13	03/11/17	1,428,262	1,057,084	1,428,262	1,121,899	Close grant
77	EDA Sewer Grants	09/11/13	03/11/17	1,423,894	1,208,477	1,423,894	1,012,449	Close grant
	CDBG Keysville Rd.	2005	6/4/2013	320,000	320,000	320,000	320,000	Lot 3 LMI qualified

Applications/Awards	Pre-App	Selected	Grant	Match	Total	
Recreation Trails Program	7/14/15		19,500	6,500	26,000	Partnered with Sound Rivers
FEMA- Radios	1/12/16		52,381	2,619	55,000	
NC GCC- Communication System	1/12/16		25,000	0	25,000	Police Internal communication system
Airport runway rehab design						

DISCUSSION – PROJECT UPDATES FY 2015/2016

(accepted as presented)

Council asked for an explanation on open work orders in the Electric Department. Staff will compile and forward information to Council.

Capital Project Status FY 2015/2016

8/1/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
Purchasing	10-00-4131-7400	Parking lot 1/3	30,084	30,084	0	0	Complete	
		Lighting	27,330	21,398	0	5,932	Complete	
IT	10-00-4132-7400	Network switches	12,306	11,833	0	473	Complete	
		SAN upgrade	37,000	30,792	0	6,208	Complete	
Police	86-60-4930-4310	Vehicles #136,142,160,&164	142,000	116,757	19,906	5,337	Received, equipment on order	
Fire	10-10-4341-7400	Defibrillator	30,000	28,911	0	1,089	Complete	
	86-60-4930-4340	Fire Engines	950,845	880,828	36,356	33,661	2nd engine on order	
	86-60-4930-4341	EMS truck 1	153,495	153,491	0	4	Complete	
Code Enforcement	86-60-4930-4350	Vehicle #121	23,190	23,189		1	Complete	
Street Maintenance	86-60-4930-4510	Dump truck #455	67,470	67,088	0	382	Complete	
Rec. Administration	10-40-6121-7400	Bobby Andrews Roof	64,465	64,464	0	1	Complete	
Senior Center	10-40-6123-7400	HVAC	5,900	5,894	0	6	Complete	
Rec. Maintenance	10-40-6130-7400	Grasshopper mower	11,000	11,000	0	0	Complete	
		Ballfield rake	13,000	12,983	0	17	Complete	
Total General Fund			1,568,085	1,458,712	56,262	53,111		
Water:								
Miscellaneous	30-90-6610-7400	Network switches	12,306	11,683	0	623	Complete	
	30-90-6610-7400	GIS 1/2	12,100	9,250	2,850	0	Completed June 30th	
Treatment	30-90-8100-7400	Vehicle #560	28,850	28,848	0	2	Complete	
Maintenance	30-90-8140-7400	Vehicle #416	24,650	24,649	0	1	Complete	
Total Water Fund			77,906	74,430	2,850	626		
Sewer:								
Miscellaneous	32-90-6610-7400	Network switches	12,306	11,683	113	510	Complete	
	32-90-6610-7400	GIS 1/2	12,100	9,250	2,850	0	Completed June 30th	
Treatment	32-90-8220-7400	Vehicle #561	27,000	26,249	0	751	Complete	
	32-90-8220-7400	Video surveillance system	25,000	14,179	0	10,821	Complete	
Lift Stations	32-90-8230-7400	Springs Rd panel A & B	40,000	39,986	0	14	Complete	
Total Sewer Fund			116,406	101,347	2,963	12,096		

Capital Project Status FY 2015/2016

8/1/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes	
Storm Water:									
	34-90-5710-7400	Drainage Improvements	150,000	35,665	17,695	96,640	Easements & permits being acquired		
Electric:									
Electric Director	35-90-6610-7400	Network switches	12,306	11,683	0	623	Complete		
Electric Meter Service	35-90-7250-1500	Parking lot 1/3	30,084	30,084	0	0	Complete		
	35-90-7250-7400	Meters	50,000				Complete		
		2015 PO's	19,855				Complete		
		Vehicle #655	25,000				Complete		
Total Electric Meter Svc.			124,939	91,116	0	3,739			
Substation Maint.	35-90-8370-7400	Distribution reclosers	20,000				Complete		
		Capacitors	8,000				Complete		
		Slatestone subst./recloser	20,000				Complete		
		Forest Hills substation	42,760				Complete		
		Main sub circuit exits	262,969				Complete		
		Main sub B3 breaker	50,000				Complete		
Total Substation			403,729	403,729	0	0			
Power Line Maintenance	35-90-8380-1500	Parking lot 1/3	30,083	30,083	0	0	Complete		
Power Line Construction	35-90-8390-7400	Vehicle UTV	15,000				Complete		
		2015 PO's	260,045				Complete		
		NC 32 Reconductoring	330,000				3 miles complete, 4th mile Sept. 1st		
		Grimesland Rd. Feeder	310,000				Waiting on river crossing permit		
		Vehicle #614	35,000				Complete		
		Excavator #610	60,000				Complete		
		2nd/5th St. circuit rebuild	322,788				Completed July 22		
		Vehicle #608	72,500				On order		
Total Power Line Construct			1,405,333	864,169	201,928	339,236			
Total Electric Fund			1,976,390	1,400,780	201,928	343,598			
Cemetery Fund	39-90-4740-7400	Vehicle #510	20,000	18,762	0	1,238	Complete		
		Zero turn mower	6,800	6,500	0	300	Complete		
		Total Cemetery	26,800	25,262	0	1,538			
Grand Total			3,915,587	3,096,196	281,698	507,609			

DISCUSSION – PROJECT UPDATES FY 2017
(accepted as presented)

Capital Project Status FY 2017

7/22/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
IT	10-00-4132-7400	Tropos Wifi Mesh Routers	10,000			10,000		
		Wireless access points	10,000			10,000		
		Upgrade to 10 Gb network	5,000			5,000		
Municipal Building	10-00-4260-7400	HVAC blower & filtration	55,000			55,000		
Police	10-10-4310-7400	Communication tower	20,000			20,000		
Fire	10-10-4340-7400	Extrication tool	8,800			8,800		
EMS	10-10-4341-7400	Cardiac defibrulator	30,000			30,000		
Water Front Docks	10-40-6124-7400	Promenade Improvements	30,000			30,000	Bidding	
		Building	20,000			20,000	Design in progress	
Aquatic Center	10-40-6126-7400	Roof replacement	40,000			40,000		
Rec. Maintenance	10-40-6130-7400	Complex sidewalk	56,000			56,000		
		BB Memorial restrooms	50,000			50,000		
		Top dressing machine	15,000		15,000	0	On order	
		Maintenance shop	30,000			30,000		
Police	86-60-4930-4310	Vehicles #145, 147, 158	111,000			111,000		
Fire	86-60-4930-4340	Fire Engine 3	500,000	429,986	36,356	33,658	On order	
		Vehicle #238	35,000			35,000		
Total General Fund			1,025,800	429,986	51,356	544,458		
Water:								
Treatment	30-90-8100-7400	Vehicle #654	19,000			19,000		
		Amonomolators	15,000			15,000		
		Mower	9,500		8,999	501	On order	
Distribution Construction	30-90-8180-7400	Rurynen Hills to U.S. 284 tie	50,000			50,000		
		Total Water Fund	93,500	0	8,999	84,501		
Sewer:								
Treatment	32-90-8220-7400	Spare mixer pump oxidation	20,000		17,671	2,329	On order	
		Spectropholometer	5,600		5,594	6	On order	
		10 ton HVAC for MCC	15,000		11,700	3,300	On order	
Lift Stations	32-90-8230-7400	Spare pump 5th & Respass	85,000			85,000		
		Total Sewer Fund	125,600	0	34,965	90,635		
Capital Project Status FY 2017								
7/22/2016								
Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
Storm Water:								
Electric: Electric Director	34-90-5710-7400	Drainage impr. Willow St.	167,500		15,537	151,963	In progress	
		Map plotter	10,000			10,000		
Electric Meter Service	35-90-7250-7400	Meters	50,000			50,000		
Substation Maint.	35-90-8370-7400	Distribution reclosers	20,000					
		Capacitors	10,000					
		Forest Hills RTU	5,500					
		Main substation RTU	50,000					
		Tower US 264 & Hodges Rd.	20,000					
		Wharton sub breaker	50,000					
		Total Substation	155,500		27,292	128,208		
Load Management	35-90-8375-7400	LM switches	70,000			70,000		
Power Line Maintenance	35-90-8380-7400	Truck shelter & wire storage	10,000			10,000		
Power Line Construction	35-90-8390-7400	Grimesland Rd feeder	310,000					
		Cherry Rd feeder phase 1	65,000					
		Avenue Rd feeder phase 1	50,000					
		White Post-Slatestone tie	100,000					
		Highland Drive feeder engr	50,000					
		Festival park pedestal décor	20,000					
		Vehicle #601	55,000					
		Vehicle #682	260,000					
		Wire tensioner & puller	200,000					
		Total Power Line Construct	1,110,000			1,110,000		
Total Electric Fund			1,405,500	0	27,292	1,378,208		
Airport Fund	37-90-4530-7400	Anaxx building steps	10,000			10,000		
Cemetery Fund	39-90-4740-7400	Shelter phase 2	16,500			16,500		
Grand Total			2,844,400	429,986	138,149	2,276,265		

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS: NONE

OLD BUSINESS:

AUTHORIZE – RECREATION DIRECTOR TO APPLY FOR THE PUBLIC BEACH & COASTAL WATERFRONT ACCESS FUNDS 2016-2017 GRANT – HAVENS GARDENS FISHING PIER

BACKGROUND AND FINDINGS: Feb 2016 - The Recreation Advisory Committee recommended to pursue the funding opportunity for the Havens Gardens Pier. The new pier would include cut outs for handicap accessible fishing and would match the marine slats of the Municipal Pier. The Pier is in the Capital Improvement Plan, however the CIP price does not reflect handicap accessible fishing cut outs. Funding decisions will be made in early September 2016 and anticipate contracts executed in November 2016. PREVIOUS LEGISLATIVE ACTION: March 2016 - City Council authorized the

Recreation Director to apply for the pre-application for the Public Beach and Coastal Waterfront Access Funds Grant.

Councilmember Mercer stated he hopes we can qualify for this grant and continued by saying the match for the grant was not budgeted. Kristi Roberson stated the bulkhead is in next year's budget and the pier is in this year's budget. Councilmember Beeman stated that we wouldn't normally put money in the budget for a match because we wouldn't know if we were getting the grant.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council authorized the Recreation Director to apply for the Public Beach & Coastal Waterfront Access Funds Grant in the amount of \$93,000.00 for the Havens Gardens Fishing Pier. The grant requires a 10% match, at least half of the location contribution must be a cash match.

APPROVE – CLASSIFICATION AND PAY STUDY COMPARABLE AGENCIES
BACKGROUND AND FINDINGS: In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Piedmont Triad Regional Council of Governments (PIRC) will conduct a comprehensive classification and pay study to compare city positions with similar positions in other comparable agencies in the area labor market with whom the city competes. External market comparisons for positions will be based on, geographic location, job responsibilities, scope of authority, level of difficulty and other relevant factors.

Councilmember Mercer expressed concern with the list of comparable agencies. He suggested removing Vanceboro being they have a population of less than 500. He stated that Winterville and Tarboro are the only municipalities similar in size to Washington on the existing list. He suggested adding Roxboro, Rockingham, Smithfield and Clinton; delete Vanceboro and Plymouth and add Edenton; Private: delete Duke Energy and replace with Edgecombe-Martin EMC. Comments regarding Vidant – Director Drakeford added Vidant is a North Carolina certified company police department and they have recently employed two of our officers. Councilmember Pitt inquired about Greenville Utilities and Mr. Roberson stated they absolutely should be included. Councilmember Brooks stated we need to look at ways to make Washington a better place for employment and feels the pay study should accomplish that task.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the following list of comparable agencies to use for the Classification and Pay Study and authorized Piedmont Triad Regional Council of Governments (PTRC) to expand the comparable agencies, if necessary.

Counties: Beaufort, Pamlico, Hyde, Washington, Martin, Pitt and Craven
Municipalities: New Bern, Kinston, Greenville, Williamston, Winterville, Tarboro, Roxboro, Rockingham, Smithfield, Clinton, Edenton and Greenville Utilities. Private Sector: Edgecombe-Martin EMC and Tideland EMC for Transfer & Distribution classifications. Vidant Hospital for Police and Maintenance classifications. Others: Sometimes (PTRC) finds that the market study group does not have enough comparable classes to make valid comparisons for one or two classes and, if that happens, (PTRC) will need to expand the group to include enough comparative data.

APPROVE - WATERFRONT DOCK AGREEMENTS (LEASES)
BACKGROUND AND FINDINGS: These leases have been updated to reflect new information for each water craft and to reflect the same extension period of every one (1) year. The proposed changes are highlighted in yellow and the removal of information is shown by a strike-thru. The documents were reviewed by the City Attorney and the Risk Manager. PREVIOUS LEGISLATIVE ACTION: Recommended for approval by the Waterfront Docks Advisory Committee.

Councilmember Beeman stated that LWSS should pay the \$30 participant fee. Mayor Hodges disagreed while Mayor Pro tem Finnerty agreed they should pay the fee.

Dot Moate came forward and said LWSS installed the docks they are using and they maintain them. The students don't have to pay to participate in the sailing program.

Councilmember Mercer noted that Section 3 regarding rental, termination and late charges is omitted from LWSS lease. All of the leases should read the same and we shouldn't waive fees.

A motion was made by Councilmember Pitt and seconded by Councilmember Brooks to approve the updated Waterfront Dock Agreements for the following vessels; The River Rover, The ECU Research Vessel Riggs, and Seatow IBX and the agreement for the Little Washington Sailing School. These leases are for a one (1) year period. Voting for the motion: Brooks and Pitt; Against: Mercer, Beeman and Finnerty. Motion failed 2-3.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council directed staff to make modifications to the leases in order to make them consistent and bring them back for approval at the next City Council meeting.

Moved up in agenda: APPROVE – LOAD MANAGEMENT SWITCH PO

Councilmember Mercer requested the load management monthly reports be included in the agenda packet. Council discussed the load management program and Ed Pruden stated the figures show the program has saved us \$1.2 million. A full presentation on load management will be made by ElectriCities during the August 22nd Council meeting.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Brooks, Council approved a \$68,100 PO to Comverge Technologies, Inc. for the purchase of load management switches.

RECESS: 7:05pm - 7:15pm

ACCEPT/AWARD – BIDS AND AWARD CONTRACT – WAYFINDING SIGNAGE

BACKGROUND AND FINDINGS: The Wayfinding Signage sub-committee completed work on final specifications and materials for the project. Bid documents were completed and a "Request for Bids" was extended. Sealed bids for the fabrication and installation of the wayfinding signage were received by July 22, 2016 at 4:00 pm. Bids were opened at that time. Bids for Phase 1A are the primary bids.

John Rodman said he is considering the quality of workmanship of the second lowest bidder, which is better than the actual lowest bidder. Mr. Rodman explained there will be a 10% discount if we approve both phase 1A and 1B.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Mercer, Council accepted the bids as presented and awarded the Wayfinding Signage project to ACSM, Inc., in the amount of \$93,001.00 for Phase 1A and 1B with 10% discount with cost not to exceed \$138,126.

APPROVE – ELECTRIC BILL ADJUSTMENT

BACKGROUND AND FINDINGS: During the July 25th Council Meeting Mr. & Ms. Wilkin requested an adjustment related to a malfunction of a newly installed HVAC system at their home. The bill for the two months in question was \$1,515.06 and normal usage for this time of year is \$441.84.

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council authorized an adjustment of \$1,073.22 to the electric bill of Ms. Raven Wilkin.

APPROVE – WIRE PULLER & WIRE TENSIONER PO'S

BACKGROUND AND FINDINGS: Budgeted purchase from sole source vendor. The device is battery operated.

By motion of Councilmember Beeman, seconded by Mayor Pro tem Finnerty, Council approved a \$118,450 PO for a wire puller and a \$81,500 PO for a tensioner/reel carrier to TSE International Inc.

NEW BUSINESS:

AMEND – CHAPTER 18, SECTION 102 – NON-HIGHWAY STREETS

BACKGROUND AND FINDINGS: As a result of a request from a citizen on the corner of Respass and West 11th Street the attached amendment will reduce the speed limit along West 11th Street from Market Street to Summit Avenue to twenty-five (25) miles per hour.

Councilmembers Beeman and Finnerty discussed the need for residential neighborhoods to have a 25mph speed limit. Councilmember Brooks suggested a traffic study of the area. Council asked Director Drakeford to do a traffic study of the entire neighborhood. Frankie Buck suggested making the change to the requested area and see how the reduced speed limit works.

By motion of Councilmember Beeman, seconded by Mayor Pro tem Finnerty, Council adopted an ordinance to amend Chapter 18, Section 102 – Non-Highway Streets, subsection (c) to include West 11th Street from Market Street to Summit Avenue, as outlined in the attached ordinance, with an effective date of August 10, 2016. {Council authorized a traffic study and depending on the results, could possibly reduce the speed limit to 25mph in the remaining portion of the neighborhood at a future Council meeting.}

**AN ORDINANCE TO AMEND CHAPTER 18, SECTION 102: NON-HIGHWAY STREETS
OF THE WASHINGTON CITY CODE**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That Chapter 18, Section 18-102, Non-highway Streets (c), be amended to add the following:
Sec. 18-102. Non-highway Streets (c).

West 11th Street from Market Street to Summit Avenue.

Section 3. All ordinances in conflict with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective August 10, 2016.

This the 8th day of August 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – PEG CHANNEL – CABLE NINE SCHEDULING

David Carraway discussed the scheduling of the PEG/Cable Nine Channel and noted we currently budget \$18,000 per year for programming, software or hardware to support the channel. General Statutes say he can only show 15% of text bulletins/non-video in a 24 hour period. Funds are from the Cable Franchise fees and there are 52 PEG channels in the state that receive the redistributed funding in the amount of \$25,000-\$28,000 per year. Mr. Carraway expressed his hopes are to live stream City Council meetings.

Councilmember Beeman asked that the schedule of City Council meetings on the PEG/Cable 9 channel be placed in the paper. He also suggested showing the Council meetings later in the evening around 8pm or 9pm. Mr. Carraway noted the Council meeting videos are also shown on our website www.washingtonnc.gov.

DISCUSSION – BUG HOUSE PARK – TENNIS COURTS UPDATE

Bobby Roberson, City Manager said we can't pave the Bug House Park tennis courts with the existing allocated funds. He recommended sending this item back to the Recreation Advisory Board for a recommendation for what they would like to do with the space. Mr. Roberson explained that Rotary and Washington Area Historic Foundation will be making improvements to the park such as removing fencing and installing landscaping. Mr. Roberson explained the last quote he received was approximately \$35,000-\$40,000 for resurfacing the existing courts, but it was not recommended to resurface due to the stress fractures in the court. Councilmember Mercer said he believes the Recreation Advisory Committee will recommend building a new tennis court at the sports complex.

DISCUSSION – 10 HOUSES MINIMUM HOUSING ORDINANCE

The City Manager explained he has asked staff to develop a list of ten houses for Council to review that are vacant and boarded up – Mr. Roberson noted there are approximately 60-65 houses. This list will be updated and will be a continuous list of ten houses. Mr. Roberson stated the structures staff will focus on will be outside of the historic district. Mayor Hodges asked staff to look at the Old Washington Tire Company because the roof has fallen in. Mr. Roberson will have the Inspections Dept. look at this property.

DISCUSSION – TRAVEL POLICY UPDATE

Mr. Roberson thanked Councilmember Mercer and Councilmember Pitt for the work they put into revising the personnel policy during the last review of the document. Staff is reviewing the document at this time for additional revisions and we will bring the document back for Council approval. We also need to address City Council travel. Mr. Roberson would like to have the personnel policy adopted within the next fiscal year. Councilmember Mercer stated the policy says city vehicles should only be operated by city employees – this could have some impact especially in the senior programs. Mr. Roberson says he has a solution for this as he has spoken with BCDC.

DISCUSSION – NCDOT SIGNAGE UPDATE

Matt Rauschenbach stated that he and John Rodman had a good meeting with NCDOT regarding signage. They met with Mary Moore out of Greenville, coordinated with Ron King of Raleigh and with Chris Smith (new sign person for Greenville) as well as two representatives from NCDOT's sign contractor. They will be adding a Jct. 17 Business sign with two gas and four food establishment logos on the southbound and northbound approaches. Staff will work on recruiting establishments to participate. The merchants have to pay \$300 annually for their name on the NCDOT sign. Mr. Roberson thanked Matt Rauschenbach, John Rodman and Lynn Wingate for their work on this project.

DISCUSSION – EMS

The City Manager noted he met last week with Beaufort County officials regarding EMS and the direction that we need to go in. Mayor Hodges noted he has never heard of any problems with our Fire, EMS, Rescue in the last 40 years. Mr. Roberson stated the chairperson instructed the City Manager and City staff to meet with Brian Alligood, Beaufort County Manager to discuss the numbers associated with EMS. The EMS Oversight Committee meeting is Sept. 13th.

Councilmember Mercer discussed the resolution adopted by City Council on April 11, 2016. He continued by saying that the City Council has told the County we would turn over EMS to Beaufort County effective July 1, 2017 or at any other date which might be agreed to by the two elected boards.

Mayor Hodges discussed that the intent was that we (City) would set down and have discussions with the County Commissioners to determine if the City could keep EMS on either a permanent basis or extended basis. We would negotiate for nine months.

Councilmember Brooks said the way he understood the original discussions was that we were told Beaufort County was going to take over our EMS. Later conversations were held and the County asked the City to keep EMS until at least July 1, 2017. He feels the City should keep EMS and let the County take care of County and the City will take care of the City. Councilmember Pitt agrees we should keep EMS.

Councilmember Beeman said there's never been a question of whether or not we should or shouldn't keep EMS, but it's a matter of if we can. It's not a matter of if, it's a matter of when the County was taking over. He continued by saying it was his impression the County was taking over the City's current EMS responsibilities effective July 1, 2017. Mr. Roberson said that the County voted at their recent meeting to negotiate regarding EMS.

Mayor Hodges noted the intent was to work out an agreement to where the City could keep EMS. Councilmember Beeman said the Council needs to make another motion

A motion was made by Councilmember Brooks and seconded by Councilmember Pitt to negotiate to keep EMS. Councilmember Mercer asked for discussion before the vote.

Councilmember Mercer said he understood the City was on record saying as of July 1, 2017 the County would take over the City's EMS. In order for the City to change that position we need a motion that says we give the members of the committee (EMS Committee) the authority to negotiate the possible continuance of EMS through City facilities. However, he feels we need to put a time limit on the negotiations in order to prepare for the upcoming budget year. Mayor Hodges noted the committee said negotiations would go no later than 12-31-16.

Councilmember Brooks said that before he and Councilmember Mercer (City appointed members on the EMS Committee) commit to anything, they need to relay the information and a vote needs to be taken by the entire Council.

Discussion was held regarding a county-wide billing system for EMS.

Motion re-stated to include date: By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council agreed to continue negotiations through 12-31-16 to keep EMS.

DISCUSSION – RURAL ECONOMIC DEVELOPMENT GRANT AWARD

Bobby Roberson explained the Dept. of Commerce has awarded Washington \$94,340 for a grant-in-aid for downtown revitalization. According to the grant documentation, downtown revitalization projects can include the following:

- Planning costs that will produce a final plan for physical improvements, including architectural and engineering design;
- Streetscape design and implementation;
- Public infrastructure including water, sewer, electrical, lighting, sidewalk, traffic road and/or digital infrastructure;
- Façade or building improvements;
- Wayfinding signage; or
- Art or cultural installation

After reviewing possible allowable uses for the funds, Councilmember Mercer stated we have discussed the streetscape program for at least 10 years, this is an opportunity to use part of these funds to design the streetscape plan. Mayor Hodges said that John Rodman has a plan for the streetscape program. Councilmember Mercer suggested John Rodman meet with the merchants to discuss the streetscape plan. Councilmember Mercer also asked Mr. Roberson to look into a program offered by Benjamin Moore paints – which offers grants for painting downtown businesses. Councilmember Pitt suggested using some of the funds for digital infrastructure in the downtown district.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: ETHICS - CONFLICT OF INTEREST

Councilmember Brooks asked for a copy of the conflict of interest/ethics policy.

CSX GRANT PROGRAMS

Councilmember Mercer asked Mr. Roberson to research CSX grant opportunities.

REPORT FROM BOOTH & ASSOCIATES

Councilmember Mercer discussed information received and presented to Council by Booth & Associates. He asked Council to ask staff or WEUAB to look at the numbers from Booth & Associates and suggested that we give a rate reduction to our customers no later than January 1, 2017. Councilmember Brooks stated he agrees with giving a decrease, but he doesn't want to have to come back in a few months and increase the rates. Discussion was held regarding the rate stabilization fund. Councilmember Beeman discussed "pay as you go".

15TH STREET WIDENING PROJECT

NCDOT will host a public meeting on August 11, 2016 for proposed 15th St. widening and access management project in Beaufort County. NCDOT is proposing to upgrade and improve 15th street from west of US 17 to US 264. The public meeting will be held at the NC Dept. of Environmental Quality - Washington Regional Office located at 943 Washington Square Mall from 4pm-7pm.

CLOSED SESSION: NONE

ADJOURN

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adjourned the meeting at 8:45pm until Monday, August 22, 2016 at 5:30 pm in the Council Chambers.

**Cynthia S. Bennett, MMC
City Clerk**